

CHRISTMAS SERVICES

Current December 19, 2023

SET UP FOR 5:00 SERVICE (Saturday, December 23)

- Remove plastic and dust cover from the altar
- Change altar and lectern hangings to Thompson white (brocade)
- Check fair linen for stains and change if necessary
- Prepare the vested chalice (referring to the diagram posted on the corner cabinet), with chalice veil and burse, using the **larger**, whole wheat priest's host. Check that there are four purificators in the burse.
- Place corporal with plastic underneath, front and center, about 1" from the edge of the altar. Place vested chalice on the altar, centered on the corporal.
- Place brass missal stand on the altar to the left of the corporal. Place the 5:00 service bulletin on the stand, open to the Eucharist.
- Place Gospel book on the right corner of the main altar. Mark the appropriate passage with a small sticky flag and with the red bookmark, placed diagonally across the page.
- Place the 5:00 bulletin on lectern
- Place music stand near the front communion rail to hold sermon notes
- Put credence table cover on large credence table behind altar
- Make sure there are roughly 200 wafers available for the 5:00 service. Check the ambry ciborium (silver octagon box with lid). If it is full please get a count and put enough unconsecrated wafers into the silver ciborium (the chalice with a matching lid) to bring the total count of wafers up to 200. Place the silver ciborium on the right hand side of the credence table for consecration. The ambry ciborium will go on the left hand side of the credence table.
- Put 2 cups of wine in the flagon; be sure to remove the paper towels. Place the ambry decanter on the counter in the sacristy.
- Check both pyx in the ambry to make sure there are plenty of gluten-free wafers.
 - *If more need to be consecrated*, put all consecrated wafers into one pyx and place on the left side of the credence table.
 - Put unconsecrated gluten-free wafers into the other pyx and set on the right hand side of the credence table for consecration.

- If there are enough consecrated wafers in both pyx, place both of them on the left hand side of the credence table.
- ❑ Place linens and vessels on large credence table, following the picture on the sacristy counter. The table should also include:
 - Lavabo bowl with lavabo towel on top
 - Cruet with water
 - Hand sanitizer
 - Ambry ciborium (octagon silver box) on the left side of the table
 - One additional large chalice for wine
 - Two small silver chalices with 8-10 juice cups in each
 - Three purificators
 - Both pyx; see previous bullet point for placement
- ❑ Lay out chasuble on communion rail closest to the choir
- ❑ Check and replace, if necessary, the narthex table cover
- ❑ Replace and light sanctuary candle (next to the ambry)
- ❑ Refill lighter/extinguishers with liquid wax, filling to about ½ inch from top
- ❑ Fill candle lighter and liquid wax candles. Fill to ½ inch from top and barely tightened
 - reredos candles
 - pavement candles
 - Advent wreath candles
 - acolyte torches (these candles unscrew from the torch)
- ❑ Fill the aisle candles and put the glass chimneys in place
- ❑ Put 225 battery powered candles in red baskets for the 5:00 service and place them on the table in the narthex.
- ❑ Prepare (place in paper holders) 150 wax candles for 9:00 service and place in red baskets on the sacristy counter
- ❑ Hymnals and bulletins for the acolytes placed on the seats on the choir side of the altar
- ❑ Place alms basins in receiving basin and put them in the narthex
- ❑ Place a small trash can (for empty juice cups) in front of the first church pew on the right and left hand sides

CLEAN UP AFTER 5:00 SERVICE AND SET UP FOR 9:00 SERVICE (Sunday, December 24)

- Re-vest the chalice (referring to the diagram posted on the corner cabinet), with chalice veil and burse, using the **larger**, whole wheat priest's host. Check that there are four purificators in the burse.
- Place the 9:00 service bulletin on the missal stand, open to the Eucharist
- Place Gospel book on the right corner of main altar. Mark the appropriate passage with a small sticky flag and with the red bookmark, placed diagonally across the page.
- Place the 9:00 bulletin on lectern
- Place music stand near the front communion rail to hold sermon notes
- Check credence table cover for stains and replace if necessary
- Make sure there are roughly 125 wafers available for the 9:00 service. Check the ambry ciborium (silver octagon box with lid) as there may be enough already consecrated from the 5:00 service. If not, put 50-75 unconsecrated wafers into the silver ciborium (the chalice with a matching lid) and place it on the right hand side of the credence table for consecration. The ambry ciborium will go on the left hand side of the credence table.
- Pour any leftover consecrated wine in the flagon into the ambry decanter and leave on the counter.
- Put about 1 and 1/2 cups of wine in the flagon.
- Recheck both pyx to make sure there are plenty of gluten-free wafers.
 - If more need to be consecrated, put all consecrated wafers into one pyx and place on the left side of the credence table.
 - Put unconsecrated gluten-free wafers into the other pyx and set on the right hand side of the credence table for consecration.
 - If there are enough consecrated wafers in both pyx, place both of them on the left hand side of the credence table.
- Refresh and replace linens and vessels on large credence table, following the picture on the sacristy counter. The table should also include:
 - Lavabo bowl with a fresh lavabo towel on top
 - Cruet with water
 - Hand sanitizer
 - Ambry ciborium (octagon silver box) on the left hand side of the table and silver ciborium (if needed) on the right hand side of the table
 - One additional large chalice for wine
 - Two small silver chalices with 6-7 juice cups in each

- Three fresh purificators, if needed
 - Both pyx; see previous bullet point for placement
- ❑ Lay out chasuble on communion rail closest to the choir.
- ❑ Hymnals and bulletins for the acolytes placed on the seats on the choir side of the altar
- ❑ Place alms basins in receiving basin and put them in the narthex
- ❑ Check if the aisle candles need additional wax or chimneys cleaned
- ❑ Put away the small electric candles and place the red baskets with the wax candles in holders on the table in the narthex

CLEAN UP AFTER 9:00 SERVICE

- Remove all communion vessels and Eucharistic linens from credence table and altar
- Put away credence table cover
- Pour any wine left in chalices into the piscina and rinse with water from cruet and lavabo bowl. Any consecrated wine left in the flagon should be added to the decanter and placed in the ambry. Any remaining consecrated juice cups can be placed in the ambry. Use additional water to make sure piscina is clean before closing.
- Put any remaining consecrated wafers into the ambry ciborium and place in the ambry along with pyx containing consecrated gluten-free wafers.
- Wash all communion vessels in hot soapy water and dry well. Do not immerse base of silver chalice or ciborium. Crystal cruets can air-dry on dowel rack next to the sink.
- Linens that require laundering should be placed in the labeled basket on the windowsill. Pretreat any stains but do not soak. Also include any dirty towels and cleaning rags next to the basket.
- Return Gospel book and missal stand to cabinet
- Hang chasuble in closet. Put priest's stole in appropriate drawer as necessary
- Remove and put away any special items as necessary.
- Recycle any bulletins left in the altar area and sacristy
- Put alms basins in sacristy
- Put silver items into flannel bags (put paper towels in flagons) and return to locked upper cabinet
- Lock ambry and return key to the hook in the silver cabinet
- Cover altar with dust cover and plastic sheet
- Lock cabinets and door to the flower room. Return cabinet key to its hiding place. Turn out the lights